



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Quality Assurance Specialist Health Services [Classified Competitive]</b>			Salary <b>P26 \$65,970.63 - \$93,852.18</b>
Posting Number <b>155-18</b>	Position Number <b>053597</b>	Number of Positions <b>1</b>	Posting Period * From: <b>5/30/2018</b> To: <b>6/13/2018</b>
Location: <b>Division Of Mental Health and Addiction Services Office of the Medical Director 5 Commerce Way Hamilton, NJ 08691</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p><b>DEFINITION:</b> Under the supervision of a Quality Assurance Coordinator or other supervisory official in an institution, agency, or central office location, performs program and/or facility evaluations of clinical care and administrative services provided by any departmental unit or facility, may assess and evaluate reports or incidents of client safety and neglect; does related work as required.</p> <p>The Patient Services Compliance Unit (PSCU) provides support to the administration of the three State psychiatric hospitals and one forensic center in reaching their goal of providing the highest quality of care and treatment to their patients. PSCU is responsible for conducting site visits at the State psychiatric hospitals and one forensic center on all shifts to observe patient therapeutic programming and staffing patterns and levels. PSCU executes the review of clinical records in accordance with laws, regulations, administrative orders and bulletins and standards as well as best practices.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>LICENSE:</b> A license as a Registered Nurse in the State of New Jersey.</p> <p><b>EXPERIENCE:</b> Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.</p> <p><b>NOTE:</b> A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, may be substituted for the above license and experience requirements.</p> <p><b>NOTE:</b> A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated specialized experience.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PST.DMHASCO@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Teresa Lockette, Manager 2, Human Resources Mental Health &amp; Addiction Services, Central Office Reference Posting #155-18 New Jersey Department of Health PO Box 362 Trenton, NJ 08625-0362</b></li> </ul>			
		<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul>	
		<p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - ***The New Jersey Department of Health is an Equal Opportunity Employer.***